

PROPOSAL TO SPLIT STAFFING AND PREMISES COMMITTEE

30 JANUARY 2012

REPORT OF THE CHAIRMAN

1. I am seeking the Staffing and Premises Committee's approval to separate this committee into a Staffing Committee and a Premises Committee. The reason for this is that with continuing negotiations regarding car parks and toilets, and then potentially our future management of car parks and toilets, this committee is likely to have a significant increase in workload. There is also a risk that premises responsibilities will divert our attentions from staffing issues and the recent grievance matter illustrates that there is much to do in this area too.
2. To improve our relationship, as an employer, with our staff, we need to give some urgent attention to some of our staffing policies and procedures. I have also become aware that for the Staffing Committee to act effectively, as the body carrying out the full council's obligations as an employer, it needs to consist of less than 50% of councillors and should have some delegated functions in relation to the management of staff. In addition, this committee could take on responsibility for taking forward our ambition to become a Quality Council and through this, address Councillors desires to improve communication between the Town Council and the public.
3. The splitting of the committees would allow councillors to develop skills and interests in what are two quite different aspects of the Town Council's work, particularly now that, with premises, we may have increasing delegated powers and have to get more involved in contract negotiations and management.
4. Attached for consideration at Appendix A to the report is a revised Constitution and Terms or Reference for the proposed two new committees.
5. The Committee's views are sought on this proposal.

Sue James
Chair
Staffing & Premises Committee

APPENDIX A

MAYOR & DEPUTY MAYOR TO BE EX-OFFICIO MEMBERS OF ALL COMMITTEES

Premises Committee

Constitution

Six members of the Town Council (*Number could be less but would suggest no fewer than four with at least three Councillors to be present for the committee to be quorate*)

Quorum is three members of the Committee

Terms of Reference

1. To have control and management of the various properties and land owned and rented by the Council and to make recommendations to the full Council thereon.
2. To review the insurance on all property of the Council and to make recommendations to the full Council thereon.

Staffing Committee

Constitution

Maximum of five members of the Town Council (minimum of three), to include the Mayor or Deputy Mayor but not both.

The Mayor or Deputy Mayor will always sit on the first Staffing Committee Panel for any disciplinary or grievance hearing.

Only members of the Committee shall be eligible to attend and speak at meetings.

Quorum is three members of the Committee.

1. To have delegated authority to deal with all matters relating to or affecting personnel issues. Including safety, health and welfare.
2. To make recommendations to full Council on the recruitment, selection, appointment and dismissal of employees of the Council.
3. To have delegated authority to deal with all matters and questions in relation to pay, allowances, grading, promotion, conditions of service, including the training and qualification of the Council's employees collectively or individually.
4. To have delegated authority to deal with all matters relating to Council's internal appraisal, grievance, disciplinary and complaints procedures, including annual policy reviews.
5. To act as potential panel members to hear disciplinary, grievance or grading hearings.

6. To receive those staff appraisals conducted by the Town Clerk for staff annually.
7. To conduct the annual appraisal for the Town Clerk. The appraisal will be carried out by two members of the Committee, (to include Chair or Vice-Chair of the Committee) and the Mayor or Deputy Mayor of the Council.
8. To take forward the Council's ambition to become a Quality Council.